

**DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)
PROGRAM "Z" FACT SHEET¹**

General: DORS provides voluntary registration and referral of DoD appropriated fund employees and their spouses to DoD activities, non-DoD Federal agencies, state and local governments, non-profit organizations, and private sector employers in the United States and overseas. Chapter 12 of the PPP Operations Manual contains specific information on registration in this program.

Eligibility: Civilian appropriated fund employees of the Department and their spouses may register. Participation is voluntary.

Registration: Employees may simultaneously be registered in Program "Z" and any other program except "A". DORS consideration through Program "A" is accomplished only by completing the "Non-DoD, Overseas, or Both" and "Private Sector" Data Elements of the registration. All "A" program DORS consideration is accomplished in accordance with PPP policy.

Skills: Qualifications are determined based on education and experience in accordance with Office of Personnel Management (OPM) Qualifications Standards. Only the first 3 different series appearing on the registration will be used for referral to private sector. Special Skill Identifiers, e.g., GS-300, will only be used for referrals within DoD.

High Grade: Current employees on permanent appointments may register no higher than the current permanent grade. Employees on temporary appointments with prior Federal service or spouses with prior Federal service may register at the last permanent grade held. Registrants without status or with no prior Federal service may register for the highest grade for which eligible based on OPM Qualification Standards.

Low Grade: May register no more than 3 grades below the high grade for which registered. If registering for different pay plans, each pay plan is treated separately.

Priority: None

Separation Date: No date is entered on the registration. The computer enters the date one year from the date of registration or file maintenance.

Release Date: No date is entered on the registration. The computer enters the date one year from the date of registration or file maintenance.

Area of Referral: An employee may register for any location in the U.S. and/or overseas, but the spouse's area of referral must be the same as the sponsor's. Individual activity selections are not permitted in Program Z. Relocation expenses cannot be authorized for spouses and are not guaranteed for DoD employees.

¹ Fact Sheet is for information only. This Fact Sheet does not establish, revise, replace or supplement policy or procedures contained in Defense Civilian Personnel Manual Chapter 1800 or the PPP Operations Manual.